

**LANL Principal Investigator (PI) Questionnaire  
to initiate a  
Non-Disclosure Agreement (NDA)**

**To initiate an NDA:**

Please complete and return the attached PI Questionnaire to the Administrative Contact listed below. The NDA will be between Los Alamos National Security, LLC (LANS), operator of the Los Alamos National Laboratory (LANL) and the Company. All LANL employees are covered under this NDA. A Company Questionnaire will be sent to the Company contact person which you will provide us.

**The return of both the PI and Company Questionnaire constitutes a willingness by both parties to enter into an Agreement.**

**An Agreement will not be prepared without the return of both PI and Company Questionnaires.**

**What to expect after the completed questionnaire(s) are returned:**

- The Contract Administrator will prepare the Agreement and execute it for LANS/LANL.
- The LANS/LANL executed Agreement will be forwarded to the Company for signature/execution.
- When the Agreement has been fully executed and returned to the LANL Technology Transfer Division (TT), a memo will be sent to the LANL PI along with a copy of the fully executed Agreement. At that point, you may have proprietary discussions with the Company in accordance with the terms and conditions of the Agreement.

**Please remember:**

- An NDA constitutes *an exchange of information only*. If work of any kind is to be performed, another type of contractual mechanism is required. For an overview of TT Contractual Mechanisms, please call 5-9090 or visit the TT website at: [www.lanl.gov/source/orgs/tt/pdf/partnering/tt\\_mechs\\_web.pdf](http://www.lanl.gov/source/orgs/tt/pdf/partnering/tt_mechs_web.pdf).
- *Only* TT has the authority to sign NDAs for LANS/LANL.

**Do not sign an NDA Agreement yourself!**

**Please note:**

**LANS will *not* negotiate the NDA language**

**For NDA questions contact:**

**Debbie Gonzalez**

Email: [nda@lanl.gov](mailto:nda@lanl.gov)

Phone: (505) 667-5841

FAX: (505) 665-0154

## PI Questionnaire

Please complete and return to: Debbie Gonzalez, MS C333 or Email to [nda@lanl.gov](mailto:nda@lanl.gov) (Phone: 7-5841)

1) **This NDA is being requested for the purpose of:**

Conducting discussions to evaluate whether to enter into a contractual relationship  
Obtaining information to facilitate work under a contractual mechanism that does not contain NDA provisions.

2) **Intended result of the NDA:**

LANS ASM/Procurement  
LANS TT potential CRADA, License, Work for Others (WFO)  
LANS Institutional/Programmatic

3) **Choose one of the following types of NDAs:**

**Bilateral - BOTH** the Company and LANS are disclosing proprietary information. Provide both the Company's and LANS' areas of discussion below.

**Mutual Trilateral - BOTH** Companies and LANS are disclosing proprietary information. Provide all Companies and LANS' areas of discussion below.

**Unilateral-In - COMPANY ONLY** disclosing proprietary information to LANS. Provide the Company's areas of discussion below.

**Unilateral-Out - LANS ONLY** disclosing proprietary information to the Company. Provide LANS' areas of discussion below.

4) **Company A:**

Company Name:	City:	State:
Company Contact's Name:	Contact's Email:	Contact's Phone No:

5) **Company B (Mutual Trilateral NDAs ONLY):**

Company Name:	City:	State:
Company Contact's Name:	Contact's Email:	Contact's Phone No:

6) **Will LANS/LANL proprietary information be shared with foreign employee(s) of this company?**

If you do not know, do not worry, this question is also asked of the Company.

**NO**

**If YES, is your contact(s) a Permanent Resident Alien(s) located in the United States?**

If No, provide the country(s) of citizenship, if known:

Yes

**LANL USE ONLY**

- 7) **Provide a brief and non-proprietary description of the proprietary information to be exchanged**  
Include all of the following if applicable: Patent application number(s) and title(s); invention disclosure number(s) and title(s); and copyright number(s) and title(s). Please note, we do not do NDAs for issued patents as they are public information.

**The NDA will state:** Information relating to:

a) **LANS:**

b) **Company(ies):**

- 8) **Please fill in the following information for the LANL contacts:**

<b><u>PI:</u></b> Official Name (include middle initial):  Z#:  Group:	<b><u>Alternate PI:</u></b> Official Name (include middle initial):  Z#:  Group:
<b><u>Group Leader:</u></b> Official Name (include middle initial):  Z#:  Group:	<b><u>Division Leader:</u></b> Official Name (include middle initial):  Z#:  Group:
<b><u>Information Copy 1 (if applicable):</u></b> Official Name (include middle initial):  Z#:  Group:  Email:	<b><u>Information Copy 2 (if applicable):</u></b> Official Name (include middle initial):  Z#:  Group:  Email: